

So You Just Became A Records Officer, Now What?

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and Records Service

What will be discussed

- Records Officer certification
- Navigating relevant websites
- Records Management basics
- An introduction to Records Access and GRAMA
- How to find your agency's records
- Resources available to you

What is an Appointed Records Officer?

As ARO your job is...

- "...to work with the state archives in the care, maintenance, scheduling, disposal, classification, designation, access, and preservation of records..." per Utah Code [63A-12-103\(2\)](#).
- To be a resource for your coworkers and agency. You are a vital part of the team!
- To work with State Archives in helping keep your agency information up-to-date.
 - We are here to help you!

Certification

Why do I have to certify?

- As a records officer, you need to be certified, according to the law (Utah Code [63G-2-108](#)) and that certification must be done online.
- You can choose between the Records Management Essentials and GRAMA tests. No need to take both.
- You need a 75% on the test to pass.
- You may take the test as many times as you like.
- After the test, you'll be able to see which questions you missed and what your answer was, but not the right answer.

Certification

How do I certify?

- Navigate to the Open Record Portal (openrecords.utah.gov) to find training materials and take the test.
- You can also visit our website (archives.utah.gov/rim/certification) for training materials and access to the test.

Records and Information Management basics

Why do we need records management?

- Mitigate risk
- Streamline processes and searching
- Save money on storage (both digital and physical)
- Show agency responsibility to public and stakeholders

Records and Information Management basics

Get to know the language and acronyms

- RIM = Records and Information Management
- ARO = Appointed Records Officer
- CAO = Chief Administrative Officer
- Series = A group of similar records with the same retention and disposition
- Retention = The length of time a record needs to be kept
- Disposition = The final outcome of the record after retention is over
- PNW = Public Notice Website
- ORP = Open Records Portal
- GRS = General Retention Schedule
- SSRS = Series specific retention schedule

Records and Information Management basics

Retention and Disposition basics

- There are only two types of dispositions: permanent and non-permanent.
- If your records have a permanent disposition then you will transfer them to the Archives once the in-office retention has been met.
- If your records have a non-permanent disposition then you will need to manage them until the retention has been met. This can be either in-office or off-site.
- Once retention has been met for non-permanent records you will need to destroy them. They must be burned or shredded in a way that they cannot be put back together.

Records and Information Management basics

Managing in-office vs off-site

- Filing cabinets, drawers, hard drives, thumb drives and databases are just a few ways that records can be managed in office.
 - Make sure you know who is creating what and that records are well labeled.
- Contracted off-site storage is acceptable as long as the facility and your storage area is secure.
- Free off-site storage! Our Records Center in Clearfield is free to use for any governmental entity. Access is secure and you may request your boxes back at any time. They also offer free scan-on-demand in case you only need access to a few files. Scan-on-demand is encrypted and sent securely via email.

GRAMA and Records Access

Government Records Access and Management Act:

- GRAMA can be found in Utah Code 63G-2.
- It is used to enforce government transparency and public access to records.
- A GRAMA request can be any formal request for records.
 - Emails, ORP requests, and written letters can all be considered forms of GRAMA requests.
 - You should respond as soon as possible, but you have up to 10 business days (5 for expedited requests).
 - If you issue a denial, you must explain why and explain how the requestor can appeal
 - Not responding is also a form of denial.
- Know who your agency GRAMA responder is.
- You can always ask your CAO or GRAMA Ombudsman Rosemary Cundiff for help!

GRAMA and Records Access

Open Records Portal and Public Notice Website:

- The Open Records Portal is the website that helps you manage GRAMA requests.
 - Even if you don't respond to GRAMA requests you should become familiar with openrecords.utah.gov.
- The Public Notice Website is the website you are required to use to post public notices for open and public meetings.
 - Postings should include meeting minutes, recordings, agendas, and meeting materials.
 - Even if you aren't the one responsible for posting to the Public Notice Website you should become familiar with publicnotice.utah.gov.

Your Agency's Records

Who, what, when, where, why, how:

- Who created it?
- What information does it contain?
- When was it created?
- Where is it stored?
- Why was it created?
- How was it created?
 - What format is it in?



Your Agency's Records

Who, what, when, where, why, how cont...

- Keeping an inventory may be the most efficient way to keep track of your records.

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Your Agency's Records

Series-specific retention schedules:

- A series is a group of similar records kept together for retention and disposition purposes.
 - Example: all accounts payable and receivable records can be kept together in a “daily finance” series because they have the same retention and disposition.
- A series-specific retention schedule (SSRS) is a schedule applied to a single series.
 - It may or may not follow a General Retention Schedule.
 - If it does not follow a General Retention Schedule then it must be approved by the Records Management Committee. Work with your RIM specialist to help create an SSRS.
- You can look up your agency's retention schedules on our website.

Your Agency's Records

Series-specific retention schedules cont...

- Local governments have the ability to create their own schedules if they choose.
- Schedules must be approved by your governing body and publicly available.
 - Please send a copy of your approved schedules to Archives so we can have it on file.

Resources

Where can I go for more guidance?

- Our website has guidelines, training videos, and quick-glance publications to help you!
- We send out a monthly newsletter to update you on law changes, records management committee decisions, hot topics, and upcoming training and conferences.
- We also offer free in-agency and/or video consultations.





Need Help?

Contact us!



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